

# Associate Public Guardian (2 Positions)

**Job Post Deadline Date**

Tuesday, July 12, 2022

**External Job Posting Date**

June 28, 2022

**Salary**

\$4,368.99

Month

**City of Job Vacancy**

Omaha

**County**

Douglas

**District**

4

**\$3,000 hiring bonus to join the Judicial Branch!** The Judicial Branch is a state-funded Branch of Government that offers benefits to include medical/dental/vision, \$20,000 free basic life insurance, state-matched 156% retirement plan, 13 paid holidays, earned paid vacation and sick leave, tuition reimbursement and more.

**The Administrative Office of the Courts** is accepting applications for an **Associate Public Guardian** who will, under general supervision, independently perform professional staff functions as a representative of the Office of Public Guardian serving the Omaha Office of Public Guardian Service Area. The work location is in the OPG Omaha office. As an Associate Public Guardian the candidate will be responsible for adult individuals whose disabilities and functional capabilities hinder day-to-day management of personal affairs and/or management of financial matters. The Associate Public Guardian will also recruit substitute private guardians and provide education and information to support family and private guardians.

Responsibilities include assisting in expediting benefits to entitled eligible individuals; conducting intake interviews and providing counseling to a caseload of clients; investigating the financial, psychological, family and social histories of referred individuals; arranging for client services and housing; conducting home and facility visits and inspections; assuring care and treatment best-suited to the clients' interests; recommending action based on informed consent for medical, surgical and hospitalization; and all other responsibilities as required by the type of guardianship identified. Will work with various private and public organizations for the purpose of developing local resources. Responsible for estate management and sound personal and financial management to ensure the most appropriate level and highest quality of care of person and property. Will prepare comprehensive personal and financial court reports, maintain case records, ensure clients' bills are paid; attend court hearings as appropriate; and collect data and statistics as required. Ability to work from home will be required and extensive independent travel may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Outstanding analytical skills, with a demonstrated ability to think logically and arrive at sound conclusions; able to project consequences of

decisions and/or recommendations; exercise appropriate judgment, answering questions and releasing information; exceptional organizational skills, including the ability to prioritize tasks and accomplish a multiple projects simultaneously, take prompt action to achieve objectives as well as identify issues as they arise and address them proactively; working knowledge of the Office of Public Guardian goals, objectives, and statutory requirements; ability to read, understand and learn to interpret documents used in financial and estate management (e.g. contracts, wills, trusts, insurance policies, tax returns, stocks, bonds, promissory notes and other legal documents) and in real property transactions (e.g. deeds, payment records, rental receipts); working knowledge of medical and psychiatric terminology and the symptoms or behavior patterns of persons with dementia, Alzheimer's, and psychiatric problems; ability to research medical issues to facilitate decisions and care plans; and insight to know when to engage second opinions and wider professional team involvement; working knowledge of community systems and services and the appropriate utilization for referral and placement of minors, the elderly, people with mental illness, and individuals with developmental disabilities; basic knowledge of federal and state disability, medical, mental health, estate management, social security, economic assistance, and veteran laws and procedures; knowledge of principles of social work, sociology and psychology; crisis intervention techniques and principles; casework management methods, organize and prioritize personal/estate case management tasks and assignments; ability to utilize personal computer programs and word processing application; input and retrieve data and information stored in computerized record systems; learn a variety of computer programs; ability to coordinate guardianship/conservatorship case management efforts with other public and/or non-profit agencies involved in client cases and effectively interact with other professionals (lawyers, social work, and health care); ability to prepare clear, concise written communications and comprehensive office and court reports; maintain complete and accurate case information and trust/estate case records; ability to communicate effectively with clients who are physically or mentally incapacitated; exercise tact and diplomacy with persons under emotional stress or with people who have cognitive disabilities, are hostile, or uncooperative; work effectively with persons from varied socio-economic and cultural backgrounds; must be able to be flexible and work well under pressure; maintain a calm and professional performance while operating under time constraints; Work independently with minimum supervision.

**MINIMUM QUALIFICATIONS:** Baccalaureate degree from an accredited institution with a focus on social work, counseling, psychology, gerontology, related behavioral science, or client support business services and at least two years' experience in a discipline pertinent to the provision of guardianship and conservatorship services which must include decision-making judgment for the benefit of others in the area of legal, guidance and counseling, healthcare, probation and parole, public administration with a focus on developmental disabilities, and/or persons with disruptive behaviors. Equivalent education or experience will be considered.

**PREFERRED QUALIFICATIONS:** J.D. or Ph.D.; or Master's degree in Social Work, Counseling, Clinical Psychology, Gerontology or related behavioral science or equivalent advanced degree which includes a supervised field placement providing social casework or counseling services to elderly, vulnerable or dependent adults.

**OTHER QUALIFICATIONS:** No felony conviction or misdemeanor conviction involving moral turpitude. Possess a valid Motor Vehicle Operator's license or alternate means of transportation. Excellent credit history; highest personal and professional references that would support a court finding of suitability to qualify for appointment as a guardian and

conservator. Individual chosen for the position will be subject to an extensive background check.

The Judicial Branch values our employees as well as a supportive environment that strives to promote diversity, equity, inclusion and belonging. We recruit, hire, train and promote in all job qualifications at all levels without regard to race, religion, sex, age, national origin, disability, marital status, sexual orientation or genetics. The Judicial Branch adheres to Veterans Preference Laws.

Please visit <https://statejobs.nebraska.gov> to complete a State application.

---